

JOB DESCRIPTION

CITY OF MT. ANGEL, OREGON

Job Title: Youth Services Librarian

DEPARTMENT: Library	REPORTS TO: Library Director	EXEMPT/NON: Non-Exempt
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GENERAL POSITION SUMMARY: The Youth Services Librarian is responsible for providing a broad range of services to children and young adults including programs, collection development, and answering informational questions. This position serves as the Library’s liaison with public and private schools, parents, and others who provide youth services in the community. This is a part-time position (28 hours per week).

<p>MAJOR RESPONSIBILITIES AND DUTIES</p> <ul style="list-style-type: none">• Takes a leadership role in developing, implementing and evaluating the overall children and teen services program, including the annual Summer Reading Program.• Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of local teens and children.• Engages in collection development for the youth library materials collections.• Provides prompt, courteous, and exceptional assistance to patrons of all ages with information regarding use of library materials, equipment, and services.• Conducts regular community needs assessments to identify children and teen needs, in order to create tailored services, collections and programs to address identified needs.• Instructs children and teens in information gathering, research skills and digital literacy skills.• Develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth in order to plan and deliver programs and services that meet local youth needs and interests.• Coordinates daily activities of volunteers assigned to children and teen services.• Ability to identify, apply for and implement grant-funded programs and initiatives.• Demonstrates commitment to professional development by attending and participating in professional library conferences and seminars; reading professional literature; attending and participating in staff meeting discussions.• Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

The position requires substantial knowledge of library functions, organization and practices including:

- Knowledge of developmental, recreational and educational needs of children young adults.
- Ability to translate children and young adult needs and interests into effective library services and programs.

Effective Date: August 2017

- Knowledge of current trends in library services for and with youth.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Knowledge of best practices in children and teen services, including guidelines and standards published by ALA, YALSA and other recognized organizations.
- Commitment to excellence in customer service and programming for youth
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations in a dynamic environment.
- Able to learn and stay current with emerging technology, including digital media.
- Must be able to speak distinctly and engagingly to large groups

SUPERVISION RECEIVED & EXERCISED

The Youth Services Librarian works under the general direction of the Library Director. The Youth Services Librarian oversees the work of volunteers assigned to aid with programs and other services this position is responsible for.

EDUCATION, TRAINING AND EXPERIENCE

Master's degree in Library Science from an ALA-accredited program required. Prior library experience working with youth programs and collections preferred. Excellent customer services skills combined with strong written and verbal communication skills. The ability to learn and stay current with emerging technologies. Experience working for and with children (ages 0-11) and young adults (ages 12 to 18). Bilingual Spanish/ English skills preferred.

LICENSING AND OTHER REQUIREMENTS

The position requires the use of a personal or City vehicle for City business. Individuals must be physically capable of operating the vehicle safely, possess a valid Oregon driver's license (or be able to secure one within one [1] month of the hire date) and have an acceptable driving record.

GENERAL WORK CONDITIONS:

Work is performed in an office environment, however it may require bending, gripping with hands and fingers, hearing voice conversations, keyboarding, kneeling, lifting up to 40 pounds, pulling, pushing, reaching, standing, stooping, twisting, and walking. The individual must be able to type and use online systems.

THE CITY OF MT. ANGEL IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE